

FBI National Academy



Nominee Instruction Package

Background

The FBI National Academy has long been a vital element in the continuing improvement of law enforcement standards, knowledge, and cooperation throughout the world. The National Academy experience and its sister program, "Field Police Training," provide a wide range of leadership and specialized training, as well as an opportunity for professional law enforcement officers to share ideas, techniques, and experiences.

It is with the above concept that the National Academy Program was founded on July 29, 1935, with 23 students in attendance. Since that early beginning, the National Academy program has graduated 32,121 qualified students with the graduation of the 196th Session on March 26, 1999. The program has enjoyed a worldwide reputation among international law enforcement and 2,165 officers representing 128 foreign countries have taken advantage of this training program.

With the opening of the FBI Academy in the summer of 1972, National Academy classes were provided on a quarterly basis consisting of 11 weeks of training for upper and mid-level law enforcement officers. The curriculum focuses on leadership and management training and consists of courses relating to Management Science, Behavioral Science, Law, Education, Forensic Science and Health/Fitness.

Following graduation each officer has the opportunity to join the FBI National Academy Associates, a dynamic organization of more than 25,000 law enforcement professionals who have played a significant role in developing a higher level of competency, cooperation, and integrity within the law enforcement community.

Ref: <http://www.fbi.gov/hq/td/academy/na/na.htm>

Nomination Process

Reference

The OPNAVINST 1500.64B provides basic guidance for the application process of all FBINA nominees. It states that the Naval Criminal Investigative Service is the program manager for the FBINA program. It further details the minimum eligibility requirements for all nominees.

Eligibility Requirements

In addition to the requirements contained in OPNAVINST 1500.64B, nominees must meet the following prerequisites prior to submitting a nomination package to Headquarters, Law Enforcement Section (PSL):

- Have a minimum of **ten** years continuous active duty service
 - Have a minimum of **five** years continuous Law Enforcement experience
 - Have **two** years of continued service after completion of the FBINA
 - Officers must be **augmented and unrestricted or warrant officer**
 - Enlisted must be a **Gunnery Sergeant or above**
 - Must be stationed **CONUS or Hawaii**
 - Must **not have failed selection** to next grade
 - Must **not have received an adverse fitness report**
-

Instructions for submitting the Nomination Package

Individuals do not apply to the FBINA, rather they are nominated. Nomination packages that fail to contain the below information, will be rejected for consideration for attendance to the FBINA.

- AA Forms (DD Form) must indicate that the nominee meets the eligibility requirements listed above; see example A1.
- A standard naval letter containing a synopsis of the applicant's career and accomplishments will be attached to the AA Form; see example A2.
- Endorsements are required from the senior MP officer, the Battalion/Squadron commander, and the first flag officer in the Marine's chain of command; see example A3.
- Package mailed no later than 1 March to:

Commandant of the Marine Corps
Code (PSL)
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, D.C. 20380-1775

Continued on next page

Nomination Process, Continued

Do you have a Complete Package?

Again, any package that found incomplete will be considered not qualified and rejected. Your package should resemble the diagram below.

AA Form



and

Nominee Ltr



and

Endorsing Ltr(s)



The Board

HQMC (PSL) will establish a board comprised of FBINA graduates: One field grade officer, one company grade officer, one SNCO, and one CID representative. The board will screen all complete nomination packages and select the best and most qualified. Selection will include a list of primary and alternate nominees. Provost Marshal (PM) or Commanding Officer (CO) will notify those selected. If a selected individual transfers to another duty station during the selection process, the new PM or CO will be contacted by e-mail, phone, etc., to verify the nominee's continued eligibility.

Board Convened Date

The board will convene during the March-April timeframe annually.

The FBINA Application Process

Nominees selected as primary and alternate will be mailed FBINA application for completion. The application must be completed in accordance with its instructions and returned to PSL within ten working days. If a primary nominee is unable to attend, the first alternate (by linear seniority) on the list will be slated to attend that assigned session.

Coursework

Individuals who possess a bachelor's degree are expected to enroll in advanced courses while attending the FBINA.

Drops

Individuals slated to attend the FBINA who request to drop voluntarily without valid reasons for doing so, will not be considered for future selection.

Contact Us

Contact

Contact the PS DIV Training Chief at DSN 224-4177, or commercial 703-614-4177 for questions pertaining the FBINA process.

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 3-93) (EF)

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO. 000-02	2. SSIC/FILE NO. 1300
3. DATE 20020101	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)

LASTNAME, FIRSTNAME MI
123 45 6789/5811MSGT
USMC

5. ORGANIZATION AND STATION (Complete address)

Your Company
Your Battalion
Marine Corps Base
Box 123456
Camp Pendleton, CA 92055-5000

6. VIA (As required)

(1) Provost Marshal, MCB, Camp Pendleton, CA

7.

TO:

Commandant of the Marine Corps
Code (PSL)
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, D.C. 20380-1775

8. NATURE OF ACTION/SUBJECT

Nomination to attend the FBINA

9. COPY TO (As required)

SNM
Files

10. REFERENCE OR AUTHORITY (if applicable)

OPNAVINST 1500.64B

11. ENCLOSURES (if any)

(1) MSGT LASTNAME's ltr dtd 31 Dec 02

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Request for nomination to attend the Federal Bureau of Investigation National Academy.
2. I have 18 years of unbroken service; 12 years of continuous law enforcement service. I have no adverse fitness reports. I have not failed selection to the next rank; and I will reenlist/extend to have the obligated time in service after completion of training.

/s/
FIRSTNAME MI LASTNAME

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)



UNITED STATES MARINE CORPS
Provost Marshals Office
Marine Corps Base
Camp Pendleton, California 92055-5501

1000
25PE
31Dec02

From: Master Sergeant Firstname MI. Lastname 123 45 6789/5811 USMC
To: Commandant of the Marine Corps (PSL), Headquarters, U.S. Marine Corps,
2 Navy Annex, Washington, D.C. 20380-1775
Via: (1) Provost Marshal, Marine Corps Base, Camp Pendleton, CA 92055
(2) Commanding Officer, Security Battalion, MCB Camp Pendleton, CA 92055
(3) Commanding General, Marine Corps Base, Camp Pendleton, CA 92055

Subj: REQUEST FOR NOMINATION TO THE FEDERAL BUREAU OF INVESTIGATION
NATIONAL ACADEMY

1. I respectfully request nomination to attend the Federal Bureau of Investigation National Academy.
2. I joined the U.S. Marine Corps in 1979. I graduated from the Military Working Dog/Patrol Handlers Course in 1981. I worked as a MWD handler until 1985 when I was assigned duties as a Military Police Desk Sergeant. I also held billets as Patrol Supervisor, Platoon Sergeant and Platoon Commander until 1990. I attended the following courses: Physical Security; Counterterrorism Aboard Military Installations; Military Police Investigations, Hostage Negotiations, Evidence Management, SNCO Career and Advance Academies. In 1990, I was assigned duties as Operations Chief, and subsequently held the billet as Provost Sergeant.
3. I have no medical problems. My last PFT score was 225. I am willing to extend my current enlistment to meet obligated service requirements, if selected.
4. My educational experience: Currently holding 110 credit hours of baccalaureate study hours, working towards a Bachelor of Science degree in Criminal Justice at Ursinus College. My grade point average is 3.5.
5. I may be reached for any question pertaining to this request. Thank you.

/s/
F. M. LASTNAME



UNITED STATES MARINE CORPS
Provost Marshals Office
Marine Corps Base
Camp Pendleton, California 92055-5501

1040
BS1
07Jan02

FIRST ENDORSEMENT on MSGT Lastname's ltr 1000

From: Provost Marshal
To: Commandant of the Marine Corps (PSL), Headquarters, U.S. Marine Corps,
2 Navy Annex, Washington, D.C. 20380-1775

Subj: REQUEST FOR NOMINATION TO THE FEDERAL BUREAU OF INVESTIGATION
NATIONAL ACADEMY

1. Forwarded, recommending approval of MSgt Lastname's request for nomination to attend the Federal Bureau of Investigation National Academy.

/s/
I. M. TOPCOP



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Pendleton, California 92055-5501

1040
G1/hmp
14Jan02

SECOND ENDORSEMENT on MSGT Lastname's ltr 1000

From: Commanding General

To: Commandant of the Marine Corps (PSL), Headquarters, U.S. Marine Corps,
2 Navy Annex, Washington, D.C. 20380-1775

Subj: REQUEST FOR NOMINATION TO THE FEDERAL BUREAU OF INVESTIGATION
NATIONAL ACADEMY

1. Forwarded, enthusiastically recommending approval of MSgt Lastname's request for nomination to attend the Federal Bureau of Investigation National Academy.

/s/
B. A. MARINE